

Employer: Town of Hagerstown

Job Title: Town of Hagerstown Town Manager

Job Description:

The Town of Hagerstown, a community of 1800 residents, is seeking a highly motivated leader to become the next Town Manager. The Town Manager is responsible for the efficient management and operation of the affairs of the Town in accordance with Indiana Statutes, Hagerstown ordinances, and such directives, regulations, and policies as the Town Council may from time-to-time adopt.

Supervision Received

The Town Manager shall be appointed by the Town Council and shall in all matters be subject to its direction and supervision and shall serve at the will of the Council. The Council shall determine compensation.

Responsibilities

- Maintains the administrative organization of the town to ensure efficiency of operation:
 - Coordinates work among the supervisors of the following utility departments: street department, sewer department, water department, and electrical department.
 - Oversees the building inspection department.
 - Involved in the hiring, evaluating, promoting, and disciplining of employees.
 - Sets attainable goals for department supervisors and ensures performance reviews are conducted on an annual basis.
- Carries out directives and work approved by town council:
 - Researches and compiles information about grants. Recommends to the council what grants are appropriate for Hagerstown. Administers the grant programs.
 - Communicates with citizens, business owners, and employees to resolve issues.
 - Oversees active projects that include infrastructure initiatives, vendor relationships, work with engineers/contractors, etc.
- Initiates and assists the town council to develop, update, and execute long-range strategic plans:
 - Makes recommendations to the town council with regard to economic development, and any projects related to established goals, including sources of funding.
 - Identifies service and policy needs and brings to the attention of the town council recommendations for action.
- Maintain a sound public relations posture between the Town of Hagerstown and its citizens, the press, and other federal, state, and local governmental agencies.
- Maintains contact with the public by handling suggestions, complaints, and information requests.
- Oversees and approves all utility department purchases.

- Attends meetings:
 - Bi-monthly town council meetings
 - Monthly Park Board meetings
 - Monthly Plan Commission meetings
 - Monthly Airport Board meetings

Required Skills/Knowledge

- Thorough knowledge of:
 - Municipal management and community problems
 - Administrative organization, design, and evaluation
 - Financial administration
 - Public personnel administration
 - Operations management
 - Computer programs and system, including word processing, spreadsheets, databases, networks, and email
- Working knowledge of:
 - Water operations
 - Sewer operations
 - Electrical distribution system operations
 - Road maintenance
 - Infrastructure problems
 - State and federal grant programs
- Excellent communication skills and the ability to share feedback both orally and in writing
- Excellent organizational skills
- Ability to listen to others
- Personable
- Demonstrated ability of conflict-resolution skills
- Ability to direct and supervise others and to delegate
- Ability to organize and use time effectively
- Ability to manage multiple projects
- Ability to give and accept constructive criticism
- Must be goal-oriented and possess a self-starting drive to get things done, frequently through delegation to other people
- Must be able to react quickly to changing situations
- Must be positive and direct in striving to achieve results
- Must show a demonstrated commitment to the town's objectives
- Possession of public relations skills and publication knowledge
- The ability to motivate town council members, volunteer commission and board members, community groups, and legislators
- A demonstration of ethical and professional practices

Desirable Education/Training

Graduation from an accredited four-year college or university program in public administration, business management, engineering, or other relevant field is desirable. Previous experience as a town manager or assistant manager or at least five years of equivalent experience and training is a plus. Persons with any equivalent combination of education and experience that demonstrate possession of the required knowledge, skills, and abilities will be considered.

Email a letter of interest and a resume to bdavis@hagerstown.in.gov or mail a letter of interest and a resume to Clerk-Treasurer, Town of Hagerstown, 49 East College Street, Hagerstown, IN 47346.

The Town of Hagerstown is an Equal Opportunity Employer.

Applications must be received before July 7, 2014 at 3:00 pm to be considered.